

Cattaraugus County Board of Elections



Election Inspector Training

Online Training



Who Are We?

- The Cattaraugus County Board of Elections is located at 207 Rock City St. in Little Valley.
- The BOE consists of 2 Election Commissioners, one Democrat and one Republican and a staff of four. We serve 55 election districts, at 50 polling sites, in 32 towns, and 2 cities.
- On Election Day, election inspectors are assigned by the Board of Elections to act as Table or Machine Inspectors.



Basic Equipment Terms

All new ImageCast Evolution (or ICE) tabular/machines were purchased for Cattaraugus County.

An ImageCast Evolution (ICE), which utilizes preprinted ballots for both disabled and non-disabled voters.

You will find that these machines are easier to set up and to use.

An audio voting terminal consisting of a hand-held Audio Tactile Interface (ATI) allows for easy voting experience for anyone requiring assistance.



Basic Equipment Terms – cont'd

- A main compartment/ballot box for storing all ballots that have been reviewed and/or cast by all the voters.
- A write-in compartment for storing ballots
 with marked write-in votes. A segregated area
 inside the belly of the machine, they must be
 kept separate.
- A lockable emergency compartment to be used as a temporary/emergency ballot repository for ballots.



Poll Workers

- ✓ Enforce NYS Election Laws
- **✓ Ensure Voters Rights**
- ✓ Demonstrate Professionalism & Sensitivity

At all times we need to be professional and sensitive to the people around us on Election Day, whether they are fellow Election Inspectors or Voters.



It's Up to YOU!



 The success or failure of the election process depends to a great extent on how well you carry out your responsibilities at the polls.

 The work of an inspector can be difficult and tiring. But when you have done the job well, you will know that the voters of your election district have been well served.



Poll Worker Requirements:

- You must be 18 yrs. old, a registered voter, and able to read and write English.
- You <u>must not</u> be an elected official or be a candidate for elected office – or the spouse, parent, or child of a candidate for elected office in the district in which you serve.
- You are required to participate in training and pass an election poll worker test once a year.



Working Hours

- ✓ Arrive one hour **before opening**.
- ✓ Leave when all reports are completed correctly and all equipment and supplies are packed away.
- ✓ Voting hours for a Primary are 6 a.m. to 9 p.m.
- ✓ Voting hours for the General Election are 6 a.m. to 9 p.m.
- ✓ Be prepared! Dress comfortably, but presentably. Bring enough food and medication for the day.



The Poll Site Team

✓ Each district's poll workers officiate as a board.

✓ You'll be assigned to one of two bi-partisan teams:

- -- Table inspectors
- -- Machine inspectors

Working in teams ensures integrity!

✓ One chairperson for each district is elected by that district's inspectors.



Duties of the Chair

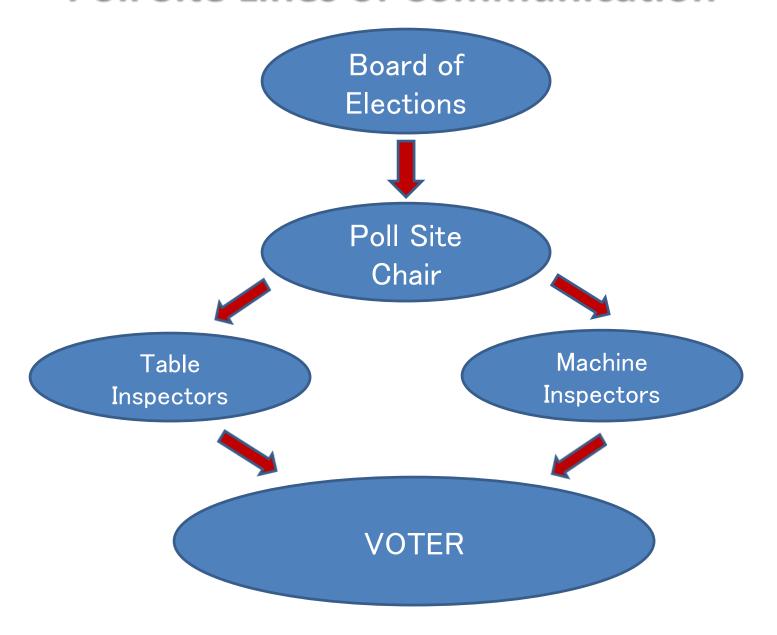
The chair is the team leader who supervises Election Day activities.

Specific duties include:

- Accounting for and distributing all election district supplies;
- Assigning inspectors for the return of supplies to the county board.
- Making sure <u>all forms</u> (and pay vouchers) are <u>completed correctly</u> and <u>returned</u> in the <u>proper</u> bag or folder.



Poll Site Lines of Communication





Inspectors Voting Absentee

If you don't vote at the same poll site where you work, you must apply for an **Election Inspector Special Absentee Ballot**. You may go directly to the BOE and vote **in person** or one can be **mailed** to you prior to the Election.

You are also have the option of voting early during the nine days of early voting!



Professionalism & Sensitivity

 At all times we need to be professional and sensitive to the people around us on Election Day whether they are fellow Election Inspectors or Voters.



 We need to remember why we are there - to help the voter when needed.



Voter with Disabilities

- Communication
- Environment
- Special equipment

disability.)

Service animals
 (It's not our job
 to determine

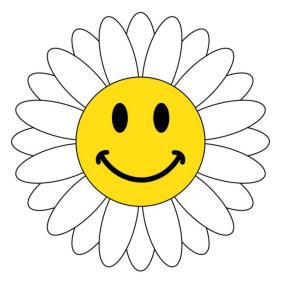


The ATI will be plugged in and ready for use. You will only need to attach the earphones stored in the compartment on the top of the machine. Refer to the machine training manual if needed.



Things To Do!

- Assist voters
- Be aware of Special Needs
- Make eye contact
- Be courteous
- Always be Bi-Partisan
- SMILE





Things NOT To Do!

- Gossip.
- Be intrusive or partisan.
- Touch the voted ballot.
- Sigh or roll your eyes.
- Talk on phone (except for calling BOE for help.)
- No tablet/laptop use is permitted.



Biggest No-No of Them All!

STOP!

At no time will an Election Inspector
Take the Ballot
From the Voter and Insert the Ballot into the Machine

DO NOT TOUCH
THE BALLOT!



Voters Bill of Rights

 Outlines voters' rights and lists voting hours for the election.

 Must be posted in plain view, along with the sample ballot(s) at each polling place. (Located in Opening the Polls Folder).

New York State Voter's Bill of Rights

Today is General Election Day.
Polls are open from 6:00 AM until 9:00 PM.

As a registered voter, you have the RIGHT TO:

VOTE: The right to vote includes voting for candidates and questions on the ballot and having sufficient time to vote.

HAVE YOUR VOTES COUNT: Vote on a voting system that is in working condition and that will allow votes to be accurately cast.

SECRECY IN VOTING: Secrecy in voting will be preserved for all elections.

FREEDOM IN VOTING: Cast your vote, free from coercion or intimidation by elections officers or any other person.

PERMANENT REGISTRATION: Once registered to vote, you continue to remain qualified to vote from an address within New York State.

ACCESSIBLE ELECTIONS: Non-discriminatory equal access to the election system for all voters, including the elderly, disabled, alternative language minorities, military and overseas citizens, as required by Federal and State laws.

ASSISTANCE IN VOTING: You may request assistance to vote because of blindness, disability, or inability to read or write.

INSTRUCTION IN VOTING: You can view a sample ballot in this polling place prior to voting, and before entering or approaching a privacy booth, scanner or ballot marking device, you may request help in how to mark and/or cast your ballot.

AFFIDAVIT VOTING: Whenever your name does not appear in the poll ledger or the voter registration or enrollment list, or if you have not voted in this election but the records of the Board indicate that you have already voted, or you do not provide identification when required, you will be offered an affidavit ballot.

FIRST TIME VOTER? Instructions on how to vote are available on the sample ballot posted in this polling place. If you need additional help, prior to signing in, ask the inspectors working here today.

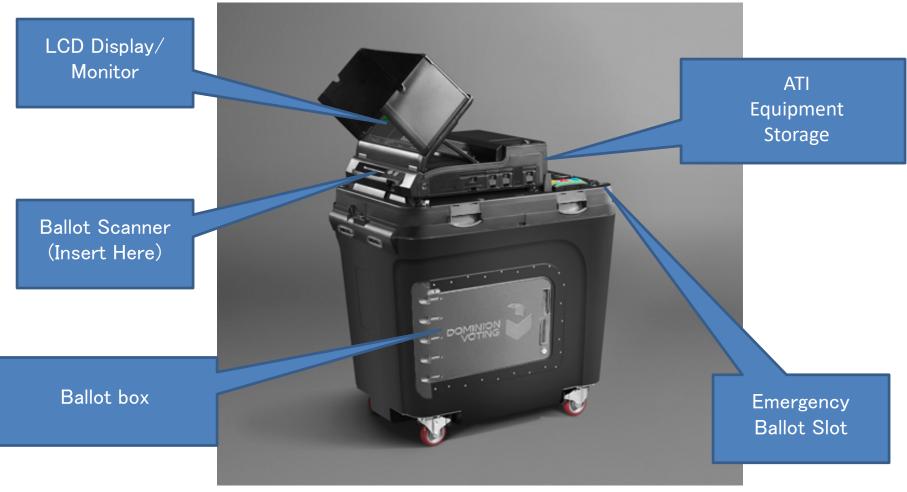
CASTING A VOTE ON PAPER BALLOT: Review your ballot to be sure you have cast your votes as you intended. Be sure to vote for the number of candidates permitted, for each office on your ballot. Casting more votes than the maximum number permitted in any contest (overvoting), will void your votes for that contest only. If you make a mistake on your ballot, return it to the inspectors and you will be given another. After you insert your ballot into the scanner, wait for the message which tells you your ballot was successfully scanned.

PROBLEMS? Federal and state laws prohibit acts of fraud and misrepresentation on voting. When you encounter problems in voting, contact your local county board or the State Board of Elections. Contact your County Board of Elections at ()

Contact the New York State Board of Elections at (518) 474 - 6220.



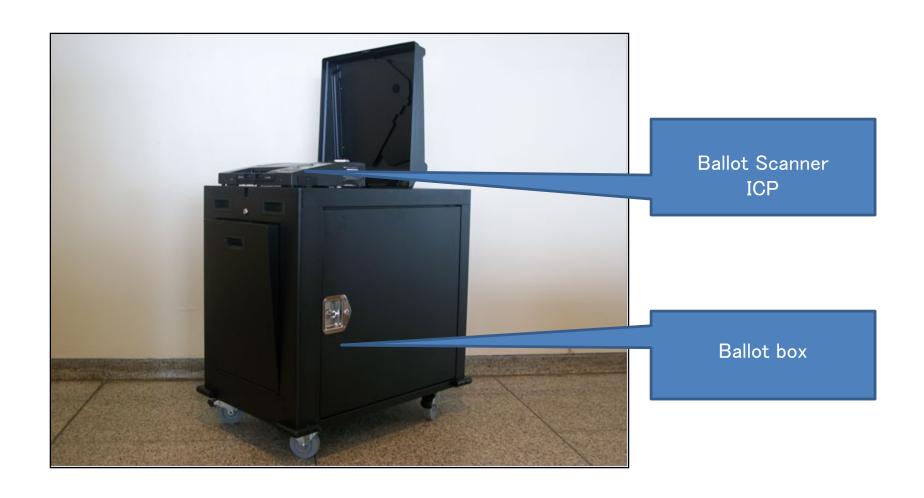
ICE Machine – (ImageCast Evolution)



Note: Accessible voters use same ballots as other voters and feed ballots into same scanner slot. ATI equipment is available.



Scanner Only



Inspector Training Slide Show Password

#1 Little Valley



People Allowed at the Poll Site

Who is allowed in the Polling Site?

People allowed in the polling site before the

polls open include:

- Inspectors
- News Media
- Pollwatchers
- Board of Elections Staff





Pollwatchers

Becoming a Certified Pollwatcher:

- A Pollwatcher is a person appointed by the Chairman, secretary or candidate of a political party to observe the Election Day procedures in an election district. They have a <u>certificate</u> which <u>must be collected</u> and <u>kept by the inspectors</u> and placed in Gold Nylon Bag for return to the Board of Elections with a Sheriff Deputy at close of polls.
- Pollwatchers must be qualified voters in the county in which they serve.



Pollwatchers

- Each Pollwatcher must report to the Election District
 Chairman and identify themselves as such.
- Work together with the pollwatcher, offer a chair if they plan to stay. You should position them out of the way of traffic but within hearing distance.
- Pollwatchers <u>may not assist</u>, in any manner, in the conduct of the election or be part of any <u>electioneering</u> in your polling site.
- Pollwatchers are <u>not allowed</u> to handle any official documents or otherwise interfere with Inspector duties.
- Only one Pollwatcher from each political party committee or independent body may be within the general election inspector <u>table</u> at one time.



Pollwatchers

How many Pollwatchers are allowed on site?

- In a primary election, any candidate and any party committee may have a maximum of three Pollwatchers at a polling site representing each candidate or party for an election district at any time.
- In a general election, any party committee or independent body with one or more candidates may have <u>up to three</u> Pollwatchers at a polling site for an election district.



When should Inspectors arrive?

All inspectors must arrive at the polling site at least 60 minutes before polls open.

When is the polling site ready to be open?

You may not open the polling site until at least one inspector from each political party has arrived.





What if the facilities are closed?

Call the Board of Elections at 938-2400, 2401, 2402 or 2403.

 What if an Inspector is absent or calls in sick?

The inspectors will call the Board of Elections in Little Valley as soon as possible.





In order to open the polling site you must have a bi-partisan team of one Democratic and one Republican inspector present. If this is not the case, the Inspectors will call the Board of Elections immediately. Polls must be opened in a timely manner; if the poll site is still locked when you arrive, call the Board of Elections immediately.



When all workers have arrived at the polling site the Inspectors will assemble, vote for a Chairman, who will open the Brown Supply Suitcase and give the Caramel Nylon Bag to the Machine Inspectors immediately.







Machine Inspectors

- Receive Supplies in Caramel bag from Chairman.
 - Bag A, empty Flash Card Bag, Machine Manual
- Open Ballot Box Door Record the seal on your ICE Statement of Canvass
- Remove the Burgundy Ballot Bag(s) (containing all un-voted ballots) Privacy Ballot Folders and ballot reconciliation sheet to Table Inspectors
- Inventory Supplies Check-off List & ADA requirements sheet.
- Prepare machine for voting.



Table Inspectors

- Organize Supplies.
- Set up tables.
- Distance Markers.
- Reconcile ballots with Ballot Reconciliation Sheet.
- Put out signs.
- ADA Booth.
- Privacy Booths.
- ADA Supplies cones, signs, etc.



Equipment at Poll Site – Early Voting

- ✓ ICE machine.
- ✓ Blue privacy screen.
- ✓ Yellow privacy booth.
- ✓ Handicapped privacy booth in case.
- ✓ Signs and cones.
- ✓ Brown supply suitcase.
- ✓ Electronic pollbook, Pollprint tower

















Equipment at Poll Site – Election Day

- ✓ Imagecast Evolution (ICE) or ICP scanner.
- ✓ Blue privacy screen.
- ✓ Yellow privacy booth.
- ✓ Handicapped privacy booth in case.
- ✓ Signs and cones.
- ✓ Brown supply suitcase.
- ✓ Electronic pollbook.















Inside the Machine – Election Day

- Burgundy Ballot Bag with ballots, privacy sleeves.
- Cardboard Privacy Sleeves
- Extension cord and tape to mark floor.
- Extra ICE machine printer tape roll
- Bag B with two security keys (I-buttons)



Inside Brown Supply Suitcase

- How to Vote poster in side pocket.
- Supply flap with table inspector supplies and emergency extra seals, batteries and ballot pens.
- Color-coded nylon bags.
- Back-up Paper Pollbook(s). Emergency use only!
- Accordion file with forms, instructions, table manual, affidavit ballots & envelopes.
- Caramel bag with clipboard, machine manual, flash card bag and Bag A.



Preparing The Polling Place

- ✓ Arrive one hour before opening. (We'll be in the office, too.)
- ✓ Confirm Seals on voting machine ICE Statement of Canvass
- **✓** Inventory supplies
 - ✓ Use the inventory supply list accordion folder
 - ✓ Count all ballots and confirm on Ballot Reconciliation
- **✓** Arrange polling area
 - ✓ Put up signs and sign posts, American flag, distance markers and privacy booths
- ✓ Start voting machine and electronic pollbooks.
 - ✓ Not working properly? Contact Board of Elections.



Voter Privacy

- ✓ Private voting area
- ✓ Privacy sleeves
 - ✓ Received with ballot
 - ✓ Returned after inserting ballot in scanner



- ✓ Privacy Booths
 - ✓ No one loitering behind another voter
- ✓ Privacy at scanner



Opening the ImageCast Evolution Machine

 All inspectors <u>must</u> watch the Machine Inspector Training Video

This was sent to you in a link via email

 You should always refer to your Machine Inspector Manual on Election Day!



Verify Ballots and Seal #s

Ballot Reconciliation Sheet

Inspectors must:

- 1. Open ballot packets in sequential ballot order.
- Open only one package of ballots at a time and record on the other side.
- 3. Return unused ballot packages to secure ballot bag at end of day.

Before the Polls Are Opened

NOVEMBER 2, 2021 GENERAL ELECTION

Town/City: Randolph

District: 1

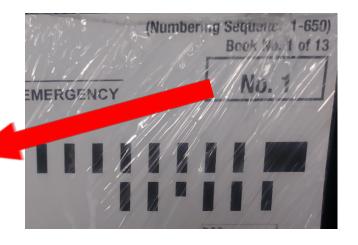
Ballot ID#: 1007

Start of Day	Number of Ballots Issued**		Serial #s
Ballots Received from Board of Elections	650**	From # 1	to # 650

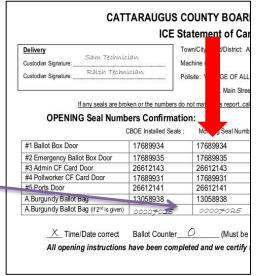
Signature of Inspectors - Start of Day

Joan Smith Jane Doe

Democratic Inspector Republican Inspector Inspectors agree? X Yes No









Sealed for Our Protection

New seals



Red paper seal



Red plastic seal

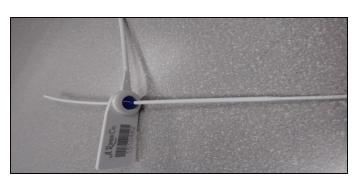


White plastic seal

Broken or used seals







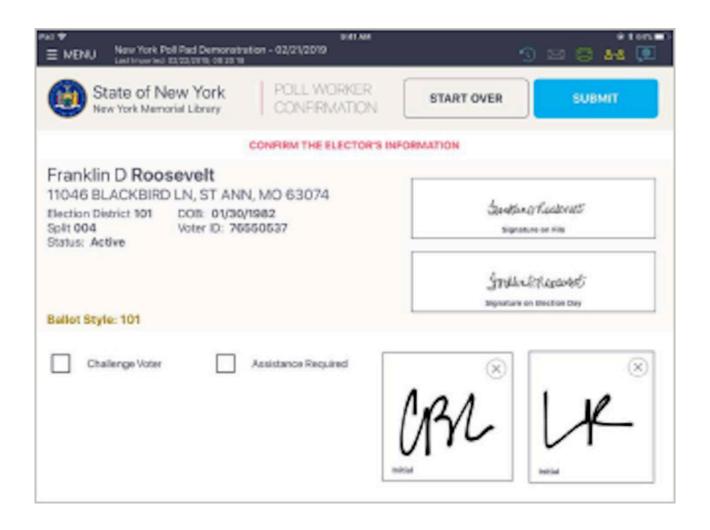


Processing Voters

- ✓ Verify voter find using first three letters of first and last names – follow procedure in PollPad Guide
 - ✓ Verify if name and address are correct
 - ✓ If their address is incorrect, and still in district, complete name/address change section on Election Day Report
 - ✓ Provide voter with registration form to complete and place in Gold Bag
- **✓** Compare signatures
 - ✓ If they have changed their name, they should sign as in book then complete a new registration form Inspectors should note the name/address change on Election Day Report.
- ✓ Is ID required? Ask for a NYS drivers license/ID card
 - ✓ Compare address on ID with poll book.
 - ✓ If something does not match-challenge voter.



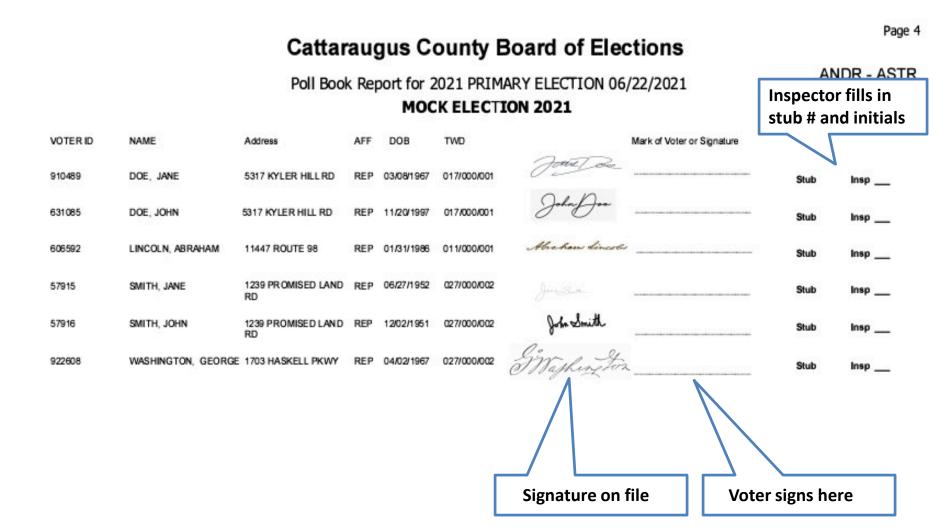
Electronic Pollbook





Back-up Paper Pollbook

(Emergency use only – must have permission of commissioners)





Sign-in Procedure

A **bi-partisan team** should supervise verification for each voter's registration at the polling site.

- 1. Greet the voter.
- 2. Ask for the voter's name and **RESIDENCE**.
- 3. Distinctly repeat the person's name and address.
- 4. Find the voter's registration record in your electronic poll book. The poll book is a computerized list of voters, containing the digitized signatures and important registration information.
- Primary Only epollbook will notify you if the voter is not eligible to vote.



Verifying Identification

Most voters at your polling place won't need to show ID because it has already been completed. These voters can sign in and proceed to voting.

What if Identification Is Required?

If the poll book indicates **ID Required**, the voter must produce a physical form of ID before being allowed to vote. **If ID is required it will be displayed in the electronic pollbook.**



Acceptable Forms of ID (Pg. 32)

- Passport
- Driver's License
- Student ID Card
- Pistol; or firearm permit
- Hunting/Fishing license
- Seneca Nation enrollment card
- Military Identification
- Government Identification

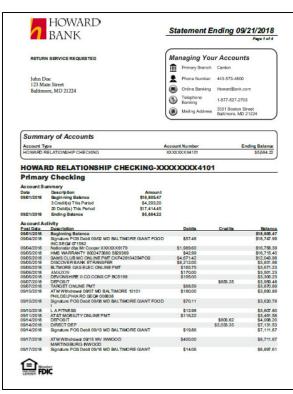




Additional Forms of ID

 The following forms of identification showing the name and address can be used as long as they are current:

- Utility Bill
- Bank Statement
- Government Check
- Paycheck
- Government Document





Sign-in Cont'd

 If a voter has to show you ID, you look at the ID they give you, and if it matches the information from the Election office, THE VOTER IS GIVEN A BALLOT TO VOTE. You make a note that they showed you ID, but we don't need any numbers recorded. Inspectors who viewed ID should initial.



If Voter is Not in Poll Book:

- Call the Board of Elections. *Don't guess. Don't turn away!*
- We may tell you to:
 - Advance search on the epollbook
 - Give the voter the Notice to Voters
 - The voter is entitled to seek a court order
 - The voter is entitled to vote by affidavit



When Voter Info Has Changed

What if the Voter Has an Address Change?

If the voter's name is in your epollbook, but at a different address that is still within your election district, the person may still vote on the voting machine but needs to complete a voter registration form(returned to the Gold Bag). If the voter's **new** address is in your district, and their name is not in the electronic poll book, provide the voter with a Notice to Voters statement, and then follow instructions for processing an affidavit ballot/court order.



When Voter Info Has Changed

What if the Voter Has a Name Change?

If a voter has changed their name, BUT HAS NOT **MOVED**, they **do not** need to update their registration with the Board of Elections before being allowed to vote on the machine, but must complete a new voter registration so that the Board of Elections can scan their new signature and update their voter record. The completed registration must be placed in the Gold Bag.



Signing the Poll Book



After you have verified the address, TURN THE
 POLLPAD to the voter and have them sign their name.
 If a voter is unable to sign, NO ONE can sign for them
 (not even a Power of Attorney). The voter can mark an
 X if they can. This is acceptable. If someone is unable
 to sign or make an X on their own, you, the inspector
 will mark UNABLE TO SIGN in the box where the voter
 would sign.



Presenting Election Day Ballots

After the voter has signed, <u>you may tear off the</u> <u>next ballot</u> in your ballot booklet to give to the voter so he/she may cast their vote. Hand them the ballot with the proposition side up, inside the privacy folder. Remember that only one (1) ballot booklet can be open on the table at a time.







Presenting Election Day Ballots

- After the voter signs in, 2 inspectors initial and follow the prompts to process the voter in ePollbook.
- Poll Inspectors will be close by AVAILABLE TO
 ASSIST IF NEEDED, but not so close as to be
 intrusive or invade voter's privacy. The inspector
 will direct traffic to the next available booth or
 voting machine.

Election Inspector in background (behind blue tape)
to assist if needed.



Presenting Early Voting Ballots

After the voter has signed, **you present** a receipt from the receipt printer to the voter and send them to the PollPrint station to receive their ballot which will be given there after it is printed on site. Hand them the ballot with the proposition side up, inside the privacy folder. Retain the voter's receipt.







We All Make Mistakes

If voter goofs and needs a new ballot:

- Walk the voter to the registration table.
- Voter should fold in half, write spoiled on the back of the ballot, proposition side.
- Instruct the voter to place the ballot in the RED Nylon Spoiled Ballot Bag.
- Issue a new ballot, by spoiling the ballot in the epollbook!



We All Make Mistakes

- Walk the voter back to the privacy area.
- After the voter has filled out the new ballot, they will proceed to the voting machine to cast their ballot.
- Remember:
 - ✓ They have a maximum of three attempts to cast a ballot.
 - ✓ Third chance can be hand counted (Green Nylon Bag)
 if the machine still will not read it.
- DO NOT TAKE BALLOT FROM VOTER AND INSERT INTO MACHINE!



Building Emergency



Safety is the first priority for both you and the voters.

Most importantly, remember to stay calm, keep the voters calm, and follow the appropriate steps.



Building Emergency



Upon arrival make sure all Election Inspectors are familiar with the building evacuation procedures. Be aware of all exits and escape routes.



Steps to Follow in an Emergency

- Chairman calls Board of Elections immediately.
- Contact necessary emergency services and building personnel.
- If possible, move the voting systems, signage, and supplies to another room on the premises or to a nearby site to permit voting to continue, do not be a part of the hazard with your equipment.
- If you cannot relocate, move all materials and other supplies to a safe location.
- If you must vacate, be sure all Inspectors and voters leave the premises, do a head count of inspectors once in a safe area.



Securing the polling Site:

If the emergency is such that the only alternative is to leave immediately:

- Try to take the pollbooks, ballots and machine keys with you.
- Exit the poll site calmly and promptly.
- Once you are safe, your Chairman will notify the Board of Elections.



Machine Problems

If you experience any malfunction with the voting machine, please call the Board of Elections at once!

They will offers suggestions for remedying the problem OR send a technician.

If something is visibly cracked or broken, please say so. Lack of information can result in an unnecessary delay in repairs.



Different Types of Ballots





Different Nylon Bags for Different Ballots

Each nylon bag has a different purpose. All but the **caramel-colored bag** pertain to ballots. Each bag tells on the back what its purpose is. The label in the clear front pocket tells you what information to record on it and where to place each nylon bag at the end of the night.



Following these simple instructions is very important and will make everyone's job easier.



Affidavit Ballot

(Folded ballot from Brown Supply Bag, NOT a Stubbed ballot)

√ Voter must

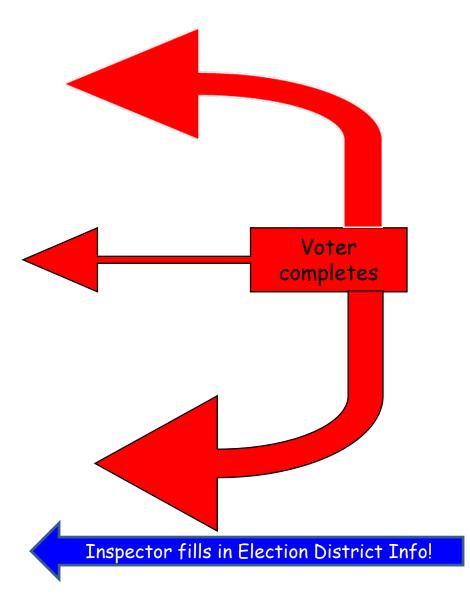
- ✓ Completely fill out the front of the envelope.
- ✓ Sign and date.
- ✓ Mark ballot and place inside envelope.
- ✓ Return sealed envelope to inspector.

✓ Inspector must

- ✓ Verify envelope for completeness.
- ✓ Complete District info on bottom section.
- ✓ Record on Election Day Report.



Please provide the following	Last name	Suffix
Your name	First name	Middle Initial
	THOCHAIN	Middle Initial
	Address (not P.O. box)	
The address	Apt. Number Zip code	
where you live	City/Town/Village New York State County	
Date of birth	M M / D D / Y Y Y Y Party enrollment	
Please check each box that	applies to you and fill in the appropriate blanks	
	spectors that my registration record is not available to them, ho	
	ion district from the address given above, and I remain a duly qua s State since my last registration and have lived at the address lis	
before the date of the election		ica above to atteast oo a
	tification when I voted today, but I did not do so.	
I have not voted in this election	n, but the records of the Board indicate that I have already voted	
For Primary Elections Only:	am enrolled in the political party stated in the section above, bu	
1	eflect my correct enrollment.	
Additional information to reg	gister to vote in the event that you do not have a valid voter regi	stration on file
	Are you a citizen of the U.S.? Yes No	
Qualifications	If you answer No, you cannot register to vote.	
Qualifications	Will you be 18 years of age or older on or before election day? Yes No	
	If you answer No, you cannot register to vote unless you will be	18 by the end of the year.
	Telephone (optional)	Gender (optional)
More information	Email (optional)	
	Address or P.O. Box	
The address where		
you receive mail Skip if same as above	P.O. Box Zip code	
OKP II SUITIC US ADOVE	City/Town/Village	
Voting history	Have you voted before? Yes No	What year?
Voting information	Your name was	
that has changed	Your address was	
Skip if this has not changed or you have not voted before	Your previous state or New York State County was	
	□ New York State DMV number , , , , , , ,	[6
Identification	☐ Last four digits of your Social Security number ×××->	
You must make 1 selection		
	I do not have a New York State driver's license or a Social Sec	unty number.
Political party	I wish to enroll in a political party	
You must make 1 selection	□ Democratic party □ Working Families party □ Indep □ Republican party □ Green party □ SAM	pendence party
Political party emdiment is optional but that, in order to vote in a primary election	Conservative party Libertarian party Othe	
of a political party, a voter must enroll in	I do not want to enroll in any political party and wish to be an inde	
that political party, unless state party rules allow otherwise.	□ Noparty	
All voters must date and sig	n the oath below	
1		and a second
Tura and a sure of the sure of	e registration or to furnish false information to the Board of Ele	cuons
Affidavit: I swear or af		
 I am acitizen of the United States I will have lived in the county, city 	or village for at least 30 days before the election. Sign	
I meet all requirements to registe	r to vote in New York State.	
	s box to the right.	
This is my signature or mark in the The above information is true. Just		
 This is mysignature or mark in the The above information is true, fur convicted and fined up to \$5,000 	and/or jailed for up to four years.	
. The above information is true, lur	and/or jailed for up to four years.	





Please provide the folio	wing required information		
Your name	Last name		Suffix
	First name		Middle Initial
	Address (not P.O. box)		
The address	Apt. Number	Zip code	
where you live	City/Town/Village		20-21-03-20-20-20-20-20-20-20-20-20-20-20-20-20-
	New York State County		
Date of birth	M, M / D, D / Y, Y, Y, Y	Party enrollment	
Please check each box	that applies to you and fill in the appropria	te blanks	
_	the inspectors that my registration record is election district from the address given abor		
I have moved within Nev	v York State since my last registration and h	ave lived at the ddress I	isted above for at least 30 days
before the date of the ele	ction. My previous address was:		<u> IMPORTAN</u>
I was required to present	identification when I voted today, but I did	d not do so.	
I have not voted in this e	lection, but the records of the Board indicat	e that I have already vote	ed.
For Primary Elections O	nly: I am enrolled in the political party state	ed in the section above, b	out the poll book does not

Make sure voter checks correct box/fills in the right previous address. Call BOE for help.



	Are you a citizen of the U.S.?
200 1007 100	If you answer No, you cannot register to vote .
Qualifications	Will you be 18 years of age or older on or before election day? Yes No
	If you answer No, you cannot register to vote unless you will be 18 by the end of the year.
	Telephone (optional)
More information	Email (optional)
The address where	Address or P.O. Box
you receive mail	
Skip if same as above	City/Town/Village
Voting history	Have you voted before? Yes No What year?
Voting information	Your name was
that has changed	Your address was
Skip if this has not changed or you have not voted before	Your previous state or New York State County was
	□ New York State DMV number
Identification You must make 1 selection	Last four digits of your Social Security number x x x - x x -
Sectional Honey (Section)	I do not have a New York State driver's license or a Social Security number.
Political party	I wish to enroll in a political party
You must make 1 selection	☐ Democratic party ☐ Working Families party ☐ Independence party
Political party emdiment is optional but	Republican party Green party SAM party
that, in order to vote in a primary election of a political party, a voter must enroll in	Conservative party Libertarian party Other
that political party, unless state party rules allow otherwise.	I do not want to enroll in any political party and wish to be an independent voter
rues arow other wise.	Noparty
All voters must date and sign	n the oath below
It is a crime to procure a fals	e registration or to furnish false information to the Board of Elections
Affidavit: I swear or af	1.000.00000
 I am actifizer of the United States I will have lived in the county city 	or village for at least 30 days before the election. Sign
Imeet all requirements to registe	
This is my signature or mark in the	e box to the right.
. The shove information is true, but	nderstand that if it is not true. I can be Date

Voter must sign & date



Inspectors must complete the very bottom section of the affidavit envelope. YOU are the BOARD here..

Election Inspector		Box
AD/Ward	Election District	200

Include the City or Town and Ward # or Election District #.

(Ex. Randolph 2 or City of Olean Ward 3)



Affidavits

While the voter is filling out the Affidavit Envelope the Election Inspector will complete the Election Day Report Section V.

market 1	Stop 5	Parie	Address	Notice Takes for bispector
400		R3830	10000	Search Committee
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		Section Section 1		



Emergency Ballots

- ✓ Door on end of Imagecast used only during machine breakdown.
- ✓ Notify BOE immediately.
- ✓ Do not let anyone walk away without dropping a ballot in the ballot box.
- ✓ Can be scanned after repair by a bi-partisian team.





Emergency Ballot Voting

- Voter signs poll book.
- Voter issued pre-printed ballot, proposition side up in privacy folder.
- Open Emergency slot located on the back of the machine the voter may place the ballot in this slot.







Emergency Ballot Processing

- After repairs are complete, a Bi-Partisan team of Election Inspectors will remove the ballots from the emergency ballot compartment and scan them through. Close and lock the emergency door before scanning the ballots. Don't forget to record the seal!
- If ballots are "Un-scanned" at the end of the day, the number of un-scanned ballots are counted, recorded on the Ballot Reconciliation Sheet and returned in the Green Un-scanned Nylon Bag to the Board of Elections for canvass. Remember to fill out the nylon bag label at the end of the night.



Absentee Voters

 If a voter states that they voted absentee or that they requested an absentee ballot they may still vote in person on the machine. Call the Board of Elections so their absentee ballot can be pulled out and not counted. This information should also be documented on your election day reporting sheet.



Absentee Voters

 You CAN take a voted Absentee ballot that someone brings in to your poll site as long as the ballot is from a Cattaraugus County resident. The ballot should be placed into the Green Absentee Drop-off Bag. This bag should be sealed at close of polls and sent to the Board of Elections with the Sheriff Deputy.

 If working a Village Election, absentee ballots are counted that night.



Write-Ins

Write-Ins are allowed in most elections. The write in box is found at the bottom of each race on the ballot. The voter can write in their candidate's name, the machine will automatically scan it as a write-in. These ballots are segregated and will be removed at close of polls by the machine inspectors, recorded and placed in the Blue

Nylon Bag.

,											
	OFFICE	,		s Supreme Court for	5th Judicial District		•	County Court Judge (Vote for CNF)	District Attorney (Vote for ONE)	County Legislator for 2nd District (Vote for ONE)	Supervis (Vote for C
	DELACIONATIC	★ RMINOUNC John JJ Sullivan	Jerome B Matthews	Neal P. O'Donnell	F Dana Pierson	Milton P. Booker	Michael J Castle	Stephen A Davidson	Patrick Kevin Hammond	George G Johnston	★ rewcowns Tony Knight
	otenica 8 %	W Bromley Squire	Robert W Murray	Gerald Tillman	Sandra J Edwards	Geoffrey J Cummings	Joseph A Albright	Affred C Crawford	Armes M Tompkins	William C Abbott	Leonard W Hamilton
	CONGR. ATME	W Bromley Squire	Robert W Murray	Gerald Tillman	Sandra J Edwards	Geoffrey J Cummings	Joseph A Albright	Alfred C Crawford	Armes M Tompkins	Margaret A Thompson	Leonard W Hamilton
	POSPENDENCE D W	W Bromley Squire	Thomas J Tooley	Gerald Tillman					Robert W Russman		
	INCRAS E W	W Bromley Squire	Jerome B Matthews	Neal P. O'Donnell	F Dana Pierson	Milton P. Booker	Michael J Castle				
	PIGHT TO SPA							Stephen A Davidson	Patrick Kevin Hammond		
Write-in Box	=										
Write III Dox											
	SAPER S	WRITE-IN	WRITE-IN	WRITE-IN	VARITE-IN	WRITE-IN	WRITE-IN	WHITEIN	YUTETE-IN	WALTE-IN	WRITE-
	OFFICIAL BALLOT FO	OR THE GENERAL	ELECTION - NOVE	MBER 4, 2008			STATE OF NEW	Y YORK, COUNTY	OF Onondaga		
	(1) Mark only with a pen h (2) To vote for a candidate (3) To vote for a penson wi (4) To vote yes or no on a (5) Any other mark or write (6) On ond overnore, if you	whose name is print hose name is not print proposal fill in the sig no. or any wassure m	ed on this ballot fill in t tod on this ballot write uare opposite your wol age on this ballot outsi	the square to the r or stamp his or her na is.	ime on a blank "Write- or blank spaces provid	in" area under the nan led for voting will void	this entire ballot.	on the to suit may	e ballot by making era brniting your ballot, if	wrongly mark this ball sures or cross outs. Er you make a mistake in new ballot. You have	completing the
								••••	••••	••••	•••



Counting Write-ins

 At the close of the polls, poll workers will count the number of write-in votes cast; record the number of write-in ballots and the names/offices on the Write-in Certificate. "Write-in Ballots" are put in the Navy Blue Nylon Bag. Remember to fill out the paper in bag pocket. At close of polls, put the bag with write-in ballots in the **Burgundy Ballot Bag** for return to Little Valley. Put the Write-In Certificate in the Flash Card Bag even if the number reported is "0".



Write-in Certificate

Return in Flash Card Bag on Election Night				
	Write-In Certificate Cattaraugus County Board of Elections Re-C	Canvass		
ELECTION	DISTRICT_Olean Ward 1 MACHINI		52	
	ELECTION DATE: 11/5/19			
We the inspector machine ins We recorded all to the machi	BY CERTIFY that on this day, at the close of polls, ors received all write-in votes for our district that were expectors. Il write-in votes, as marked on the ballots, in the table beine inspectors. OTAL NUMBER OF WRITE-IN VOTES HERE:			
CONTEST	CANDIDATE'S NAME	# VOTES	VALID	
th	Remember to complete and sign ne certificate even if there no write-ins. Jane Doe Johr	Roe		
	ourio Boo	ones	-	

You will find this <u>inside</u> the Navy Nylon Bag.

HOWEVER, at the end of the night, once you have completed this sheet, you will RETURN IT IN THE FLASH CARD BAG. THESE ARE ELECTION RESULTS JUST LIKE THE MACHINE TAPE!



Write-In Ballots

 Voted machine ballots which contain write-ins are automatically sorted into a separate compartment inside the machine. Once you have recorded write-in results on the certificate, place the write-in ballots in the Navy Nylon Bag and place Navy Nylon Bag in Burgundy Ballot Bag.

 NEVER, NEVER, NEVER put machine ballots in the Brown Supply Suitcase!



Assisted Voting

- ✓ Voter must be able to request assistance from family, friend or bi-partisan team of inspectors. (NEVER assist alone!) Employer or union rep MAY NOT ASSIST!
- ✓ Take assistance oath.

✓ Complete assistance provided on Section IV of Election Day Report.



Court Orders

When an unregistered person insists on voting, they should be presented with the Notice to Voters. This outlines the option to obtain a court order, which they need in order to vote on machine.

- ✓ What an Inspector must do upon receipt:
 - ✓ Allow person to vote on machine (if instructed).
 - ✓ Court order must be placed in the Gold Nylon Bag.
 - ✓ Or to vote by affidavit ballot.
 - ✓ Record appropriately in court order section of Election Day Report.





Spoiled Ballots (Red Bag)

- ✓ When voter returns a ballot:
 - ✓ Over-voted ballot
 - ✓ Extra marks on ballot
 - ✓ Tabulator unable to read (and they want to try again)
- ✓ Voter folds, writes 'spoiled' on the back of the ballot and places in Red Nylon Bag.
- ✓ Voter receives maximum of 3. *If on third try the ballot still will not scan the voted ballot must be put in the Green Nylon Bag
- ✓ Count quantity for ballot reconciliation at closing of poll (this information can be found on the epollbook as well).
- ✓ Follow procedure in Pollpad Guide.



Primaries

 Only qualified voters of the party having the primary are allowed to vote. They have to vote in the party in which they are registered.

(Some minor parties allow exceptions some years.)

 After the voter signs in, the inspector should hand them the appropriate ballot according to the voter's enrollment (if there is more than one party primary).



Challenging a Voter

Any qualified voter may challenge a voter's eligibility.

Reasons a voter may be challenged:

- -The person's signature does not match the current registration signature;
- -Someone else using the same name has already voted;
- -The person is believed not to reside at his or her registered address.

Challenges are decided by the Board of Inspectors.

Inspector Training Slideshow Password

#2 Governor



Processing a Challenged Voter

- Add challenged voter's name to the Election Day Report.
- Give the challenged voter the Affidavit of Person Challenged statement.
- Administer the preliminary oath to the voter.
- Question the voter about qualifications.
- Inspectors vote on eligibility to vote.



Processing a Challenged Voter

- If Inspectors decide challenge is warranted, the
 voter is not allowed to vote. If the inspectors are
 satisfied with the voter's answers, the challenge is
 withdrawn and the voter is allowed to vote on the
 machine.
- However, if voter insists, administer Oath B on the Affidavit of Person Challenged statement, voter signs and dates the oath and inspectors witness the voter's signature. The voter is then allowed to vote on the machine.



Unscanned Ballots (Green Bag)

- When a qualified voter attempts to vote by placing his/her ballot into the Voting Machine and the ballot is rejected for any reason -- and the voter is unwilling to fill out a new ballot, the ballot is considered unscanned.
- When a voter leaves the ImageCast before the ballot is accepted and the ballot is rejected for any reason, the ballot is considered un-scanned.
- If any are found, place in **Green Nylon Bag** for return to the Board of Elections in **Burgundy Ballot Bag**.



Abandoned Ballots (Black Bag)

 An abandoned ballot is any ballot found someplace other than the voting machine.
 Fold, write ABANDONED on back and place in Black Nylon Bag for return to the Board of Elections in *Burgundy Ballot Bag*.





Closing the Polls

- ✓ Declare polls closed at 9 pm!
 - ✓ One inspector gets in back of line
 - no more voters allowed to get in line.
 - ✓ Allow voters in line in front of inspector to vote.
 - ✓ Secure voting machine.





Closing, cont'd

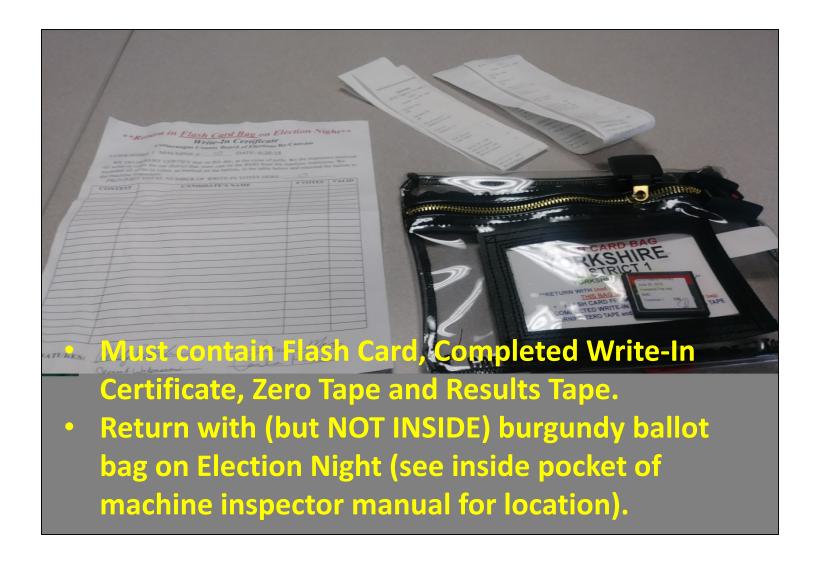
Start canvass of the results. You'll need:

- ✓ Emergency/un-scanned ballots.
- ✓ Printer tape.
- ✓ Write-in votes & certificate.
- ✓ Fully Complete Ballot Reconciliation.

Prepare the Flash Card Bag!



FLASH CARD BAG





Completing the Write-In Certificate

Poll workers will count write-in votes cast; record number of write-in ballots on the **Write-in**

Certificate and place ballots in Navy
Nylon Bag (then place Navy Nylon
Bag in wheeled Burgundy Ballot Bag)

Place Write-In Certificate in Flash Card Bag even if the number reported is "0".

/	ELECTION WE DO HERE We the inspect machine in:	The in Flash Card Bag on Electrificate Write-In Certificate Cattaraugus County Board of Elections Re-C DISTRICT Olean Ward 1 MACHINI ELECTION DATE: 11/6/18 EBY CERTIFY that on this day, at the close of polls, or received all write-in votes for our district that were espectors. It write-in votes, as marked on the ballots, in the table be	Canvass E #:	52 ID from the
	to the mach	ine inspectors. OTAL NUMBER OF WRITE-IN VOTES HERE: 3		_
	CONTEST	CANDIDATE'S NAME	# VOTES	VALID
	Mayor	Helen Waite	2	
	Mayor	Hellen Weight	11	
5	SIGNATURES:	Jane DoeJean R Joan SmithJa	loe ick Jone	_



Reporting and Returns

- ✓ Complete Ballot Reconciliation & ICE statement of canvass – Place in Bag A.
- ✓ Print & sign results tapes Place in Flash Card Bag with Flash Card and Write-In Certificate. Seal & record seal.
- ✓ Give Flash Card bag, ballot bag, gold affidavit bag, green absentee drop off bag and epollbook to sheriff's deputy at assigned return site.
- ✓ Complete and sign other reports



Ballot Reconciliation Sheet

Ballot Reconciliat	ion Sheet		OVEMBER 2,		
Open ballot packets in sequential ballot. Open only one package of ballots at a			own/City: Randol		
the other side. 3. Return unused ballot packages to secu	av D	istrict: 1			
E. 1854		Ballot ID#: 1007			
Before the Polls Are Open	<u>ea</u>		unot 15#. 1001		
Start of Day			Number of Ballots Issued**	7	Serial #s
Ballots Received from Board of E	Elections		650**	From#1	to # 650
Signature of Inspectors – St	art of Day				
Jane Doe	John Smi				.,
emocratic Inspector	Republican Insp	ector	Inspect	ors agree	?_X_Yes
After the Delle Are Olesed	,				
After the Polls Are Closed					
End of Day					Number of Ballot
Total Ballots voted on MACHINE	(Use # of Total Voters	on end of ni	ght results tape)		384
Unused Ballots – Opened Packa	ge	Serial Nur From #	mbers 389 to # 400) +	11
Unused Ballots – Unopened Pac	kages	Serial Nui From #	mbers to#	+	250
Spoiled Ballots (RED Nylon Bag)		T TOTAL TO	10 11	+	2
Abandoned Ballots (BLACK Nylo	n Bag)			+	1
Non-scanned Ballots (GREEN N	1 (7) (1)(7.0)			+	2
TOTAL BALLOTS - END OF DA (Should equal the number at the					650
(onodia equal the number at a	ic start or the day,				
					Yes No
ere there write-in ballots located	in the separate wri	ite-in com	partment of the n	nacnine?	
ere there write-in ballots located YOU MUST COMPLETE			• 363/03-33/39/99/- 207-16/98/98/38/-		
YOU MUST COMPLETE	THE WRITE-IN CEI HE FLASH CARD B	RTIFICAT SAG ON EI	E AND RETURN I LECTION NIGHT.	T TO OUF	OFFICE
YOU MUST COMPLETE	THE WRITE-IN CEI HE FLASH CARD B	RTIFICAT SAG ON EI	E AND RETURN I LECTION NIGHT.	T TO OUF	OFFICE
YOU MUST COMPLETE IN TI HECK HERE AFTER INSPECTOR:	THE WRITE-IN CE HE FLASH CARD B S HAVE PLACED T	RTIFICAT SAG ON EI	E AND RETURN I LECTION NIGHT.	T TO OUF	OFFICE
YOU MUST COMPLETE IN TI HECK HERE AFTER INSPECTOR:	THE WRITE-IN CE HE FLASH CARD B S HAVE PLACED T	RTIFICAT SAG ON EI	E AND RETURN I LECTION NIGHT.	T TO OUF	OFFICE
YOU MUST COMPLETE IN TI HECK HERE AFTER INSPECTOR: gnature of Inspectors – End	THE WRITE-IN CE HE FLASH CARD B S HAVE PLACED T d of Day	RTIFICAT BAG ON EI THE CERT	E AND RETURN I LECTION NIGHT. IFICATE IN THE F	T TO OUF	R OFFICE
	THE WRITE-IN CE HE FLASH CARD B S HAVE PLACED T	RTIFICAT BAG ON EI THE CERT	E AND RETURN I LECTION NIGHT. IFICATE IN THE F	T TO OUF	OFFICE
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The number of pre-printed ballots issued should equal the Total Ballots at the End of the Day (sum of unused; scanned ballots;

Blue Box Equals Blue Box



ICE Statement of Canvass

CATTARAUGUS COUNTY BOARD OF ELECTIONS

ICE Statement of Canvass

Delivery	Carl Tarly (s/a)	Town/City/Ward/District: ALLEGANY 1	Election: GE21
Custodian Signature: _	Sam Technician	_ Machine #: 12	Serial #: veb21140212
Custodian Signature: _	Ralph Technician	Polisite: VILLAGE OF ALLEGANY MUNICIPAL BLDG.	
		106 E. Main Street	

If any seals are broken or the numbers do not match this report, call the Board of Elections at 716-938-2400.

OPENING Seal Numbers Confirmation:

	CBOE Installed Seals :	Morning Seal Numbers:	Replacement Seals:	Replacement Seals
#1 Ballot Box Door	17689934	17689934	27723254	2773258
#2 Emergency Ballot Box Door	17689935	17689935	29911112	2992229
#3 Admin CF Card Door	26612143	26612143		
#4 Pollworker CF Card Door	17689931	17689931		
#5 Ports Door	26612141	26612141		
A.Burgundy Ballot Bag	13058938	13058938		
A.Burgundy Ballot Bag (if 2nd is given))			

(Must be zero) Protective Counter Time/Date correct Ballot Counter All opening instructions have been completed and we certify the polls are ready to open: Democratic Inspector Republican Inspector **CLOSING Seal Numbers Confirmation:** #1 Ballot Box Door 29992235 29992229 #2 Emergency Ballot Box Door Record Closing Seal #s #3 Admin CF Card Door 26612143 #4 Pollworker CF Card Door 29992239 #5 Ports Door 26612143 A.Burgundy Ballot Bag 13060999 A.Burgundy Ballot Bag (if 2nd is given) B.Green Absentee Drop-Off Bag 13061778 C.Flash Card Bag 13060998

From the Closing Tape record: Public (Total Cast) Counter 432 Protective Counter 432

We have conducted this election in accordance with the instructions provided by the Board of Elections and have completed all certificates and accountability forms accordingly:

Democratic Inspector

Republican Inspector

RETURN THIS FORM
TO BAG A AT END OF NIGHT



Instructions Really Do Help!

- Follow instructions on forms returning items to designated places makes for a smooth and accurate election.
- Consulting the provided manuals can save you much frustration.
- Instructions help you comply with the law.
- Following instructions on vouchers helps when processing your pay!



Issues from Last Year:

Some common issues from the last election year:

- Ballot Reconciliation not completed/not completed correctly.
- Write-in Certificate not included with flash card bag.
- Ballots (used and unused) returned in suitcase instead of ballot bag. YIKES! DON'T DO THIS!
- Seals changed that should not be changed.



Neatness Really Does Count!

When we ask you to return things to certain places, it's so they will end up with the right staff member who must process materials on a **deadline** (AND FOR LEGAL REASONS). Hunting for lost or misplaced items slows us down.

Most forms and items have **instructions** about where to put them. Your cooperation is very much appreciated. Thank you! ©



Brown Supply Suitcase Return

- Return the day after the Election to BOE members at the Board of Elections in Little Valley.
- Our staff will be ready for you between the hours of 9 a.m. - noon



THANK YOU AND GOOD LUCK!

 You are about to play an important part in the election process. Thank you!

 Remember, if you have any questions or problems on Election Day, call the Board of Elections. We are here to help!

 Don't forget to turn in your test and fill out and return your pay voucher for today's class!